



Non-Merit Job Vacancy Announcement

ACCOUNTANT / BUDGET OFFICER

Pay Grade:	Varies	Position Type:	Full Time
Salary or Range:	To be determined	Work Schedule:	To be determined
FLSA Designation:	Exempt	Work Week:	37.5 or 40 Hour

Agency: To be determined

Work Address: To be determined

Work County: To be determined

AGENCY COMMENTS:

The Commonwealth is currently seeking candidates who possess accounting and budgeting experience. A variety of positions exist and selected candidates will be hired into these positions based upon their education and experience.

DESCRIPTION OF JOB DUTIES:

Job duties will vary between positions but will all involve accounting and budgeting tasks, to include but not limited to:

- Professional experience in budgeting, financial management and funds and cost accounting
- Prepare monthly account reconciliations
- Investigate and resolve discrepancies between GL and subsidiary ledgers accounts
- Prepare and interpret financial statements and reports
- Advanced knowledge of Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Boards (FASB).
- Ensures internal controls and auditing systems are in place for the purpose of monitoring fiscal compliance with policies, procedures and established regulations.
- Assist in developing accounting processes to improve controls and efficiencies
- Assist management with financial analysis
- Strong PC skills utilizing Microsoft Office software
- Ability to work with highly confidential information
- Problem solving and analytical skills
- Detail oriented with the ability to manage multiple tasks simultaneously
- Excellent interpersonal, written and verbal communication skills
- Ability to work under pressure to meet deadlines

MINIMUM REQUIREMENTS:

EDUCATION:

Bachelor's degree in Accounting or related field.

Experience may substitute for education requirements.

EXPERIENCE:

Accounting/budgeting

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: Open until filled)

[Posted on: 3/24/2016]

Submit a resume and letter of interest to PERS.DEMDirector@ky.gov. Also, complete an Unclassified Service State Application at <https://personnel.ky.gov/NonMeritCandidate/>.

Contact Name:

Contact Method: PERS.DEMDirector@ky.gov

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